

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance and Administration Division of Accounting 100 Peachtree St., N.W. Suite 1300 Atlanta, GA 30303		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed MAY 18 1976    76-162    MAY 24 1976	
4. Person to Contact Douglas M. Haire		5. Working Title Records Mgt. Analyst	6. Telephone Number 586-5260
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1976    Present	9. Records Series Title (followed by title used in office, if different) Daily Work Report File (S.O.C. Timesheet File)		
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  See Attached.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the compensation of employees for time worked.  Included are: computer reports listing the name of employee; time signed in for work; leave time; absences taken; hours worked; signature of employee; and certification of supervisor.  File is arranged: numerically by employee number, by pay period, by year.			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements      The following requires the series to be kept:

a. State Law	_____ 3 _____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ 3 _____ years. past

Attach copy or excerpt of laws or regulations. Explain administrative need.      date of submission of the final expenditure report - UMTA - E.O.M. III D-41.

16. Approved Disposition Instructions      This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) \_\_\_\_\_

Microfilmed duplicates will be used as reference documents in the Payroll Branch/Accounting Division. The original copy will be maintained in the Division of Management Systems microfilm storage.

Both copies will be held until date of submission of the final expenditure report (UMTA); then destroyed.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Jerry L. Murphy</i>	5/13/76		<i>Wayne K. Winder</i>	5-17-76
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>[Signature]</i>	5/13/76		<i>William J. Carruth</i>	5-17-76
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Robert C. Small</i>	5/13/76		<i>Carroll Hunt</i>	5-24-76
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Havi</i>	5-13-76			

Doug Haine  
says there  
are no source  
documents 5-18-76.

## DIVISION OF ACCOUNTING

### Functions and Responsibilities

The Division of Accounting is responsible for the accurate recording and timely reporting of all financial transactions affecting the operation of the Authority's transit services and activities; and the development of new systems and facilities.

Specifically, the division is responsible for maintaining credibility and timely reporting of financial transactions; defines, develops, and implements such systems and procedures as necessary to control and account for all operations and activities of the Authority; maintains reporting of variations or violations of Authority policies and procedures, contracts, payments, federal and state requirements. Providing timely responses to requests for non-routine information or analysis is an additional responsibility of this division.

Approved by: \_\_\_\_\_

Alan F. Kiepper  
General Manager

Date: \_\_\_\_\_

12-15-76



RECORDS MANAGEMENT DIVISION  
DEPARTMENT OF ARCHIVES AND HISTORY  
ATLANTA, GEORGIA 30334

21670 ORGANIZATION UNIT, 180-210-010-1  
MICROFILM PROJECT EVALUATION FORM

1. AGENCY NAME AND ADDRESS:

MARTA  
100 Peachtree  
Suite 1300 - Atlanta, GA

FOR RECORDS MANAGEMENT DIVISION USE

☐ Current Project ☐ Proposed Project  
Date Received Application No. Date Completed

2. EXACT SERIES TITLE: (From Item 9, Application for Disposition Standard)

Payroll Department <sup>333</sup> ~~PAYROLL~~ - Time <sup>337</sup> ~~Sheet~~ - Deductions

3. INCLUSIVE DATES OF RECORDS PROPOSED FOR FILMING: January 1976 - Forward

4. CUBIC FEET OF RECORD SERIES TO BE FILMED:

5. NUMBER AND TYPES OF FILING EQUIPMENT CURRENTLY UTILIZED FOR STORAGE:

3 - 4 drawer lateral files; 2 units 8-shelf shelf filing units - Letter Size  
3 - 5 drawer vertical files; 1 unit 8-shelf shelf filing unit - Legal

6. ☒ COPY OF APPROVED DISPOSITION STANDARD FOR PAPER FILE IS ATTACHED. STATE - Common Std  
☐ COPY OF PROPOSED DISPOSITION STANDARD FOR MICROFILM FILE IS ATTACHED. 353 & 357

7. SERIES IS PROPOSED FOR FILMING IN THE FOLLOWING FILM FORMAT:

☐ 16mm ☐ 35mm ☐ Roll ☐ Jacket ☐ Aperture Card  
☒ Microfiche ☐ Cartridge ☐ Computer Output Microfilm  
☐ Other: (Specify)

8. PURPOSE FOR FILMING IS AS FOLLOWS: (Indicate order of importance by numbers. Indicate primary purpose by numeral 1.)

- a. ☐ [2] Reduce amount of space and equipment required for records storage.  
b. ☐ [8] Preserve deteriorating records.  
c. ☐ [7] Security or vital records protection.  
d. ☐ [1] Ease of reference.  
e. ☐ [6] File integrity.  
f. ☐ [3] Ease of duplication and distribution of multiple copies.  
g. ☐ [4] Save time and labor in repetitive operations.  
h. ☐ [5] Reduce computer costs (COM Application).  
i. ☐ Other: (Specify)

9. RECORDS MANAGEMENT OFFICER (Signature):

Date:

Telephone No.

*Douglas M. Hane*

5-6-76

586-5260

FOR RECORDS MANAGEMENT DIVISION USE

10. This microfilm project ☐ is approved ☐ is not approved ☐ is approved with proviso.  
(If not approved or proviso specified, see Item 11 below.)

State Records Management Officer

Date

11. PROVISOR OR EXPLANATION:

**12. FACTORS AFFECTING MICROFILMING COSTS** (Check appropriate box and explain "yes" answers in detail.) Attach additional sheets as required.

Yes No

- ☒ ☐ Do you propose to contract with a service bureau or commercial microfilm company to accomplish this project?
- ☐ ☒ Will re-arrangement of the file be necessary before filming?
- ☐ ☒ Will paper fasteners (staples, etc.) have to be removed before filming?
- ☒ ☐ Is paper size, color and stock variable?
- ☐ ☒ Are both sides of the documents to be filmed?
- ☐ ☒ Are documents to be added to the file after filming?
- ☒ ☐ Is time of the essence in microfilming this file? (A "yes" answer indicates high volume, daily usage.)
- ☒ ☐ Is high-speed information retrieval an important feature of the proposed microfilm file?
- ☒ ☐ Are copies to be made from the master negative? (State number, type and distribution of copies.)

**13. USE THIS SPACE FOR COMMENTS AND EXPLANATIONS AS REQUIRED.**

See Attached.

**IMPORTANT: COMMITMENTS WILL NOT BE MADE TO VENDORS**